



Human Resources

DATE POSTED: **February 03, 2006**

REQ. # 06-025

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **02-03-2006** TO **02-09-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
CENTRAL SERVICES

POSITION AVAILABLE
JAIL MAINTENANCE FOREMAN

OF OPENINGS
1

STARTING SALARY
\$15.34 / hour

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 793
PAY GRADE: 17
SALARY: \$15.34 - \$24.46
JAIL MAINTENANCE FOREMAN

NATURE OF WORK: This is specialized technical work in planning, scheduling and monitoring of preventive maintenance repair work orders. Work involves planning and scheduling work order requests in the mechanical and electrical disciplines including preparing assignments of work to Jail personnel. Work includes analyzing needs, preparing work orders, editing work orders to provide specific instructions, planning and scheduling work, routing work orders to other sections, compilation of statistical data and generation of reports. Employees knowledge of assigned maintenance operations within established policies and procedures. Work is performed under the general supervision of a Maintenance Supervisor.

ILLUSTRATIVE TASKS: Receives and evaluates work orders for repair and maintenance assignments; edits as necessary. Schedules and distributes work orders, processes data to provide work management reports. Operates computerized work management system, processes data to provide work management reports. Coordinates repair work scheduling and estimates with other sections impacted; orders materials as needed. Maintains records of all work done and work orders received in order to establish backlog control. Assists maintenance supervisor in developing annual scheduled maintenance plans. May assist in providing specifications for and coordinating the receipt of materials, parts and equipment used in the maintenance section. Compiles and analyzes statistics on work completed to tract activities and crew performance. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS: Considerable knowledge of the standard methods, tools and material used in the electrical and electronics trade. Considerable knowledge of the standard practices, methods, tools and material of the mechanical maintenance, plumbing and security doors trades. Considerable knowledge of the operations of related equipment and systems in correctional facilities. Considerable knowledge of general administrative procedures and electronic data processing operations. Ability to work from sketches, blueprints, diagrams and oral instructions. Ability to collect, collate and analyze data in order to make recommendations on technical matters. Ability to communicate effectively, both orally and in writing. Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the County's ethics and conflict of interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

REQUIRED EXPERIENCE AND TRAINING: Graduation from high school; four(4) years journey level experience as an electrician and/or mechanic, including two(2) years experience in preventive maintenance and repairs within area of assignment; or any equivalent combination of relevant training and experience.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Florida Driver's License at time of appointment.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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